



March 2003

Important Health Benefits News for Benefits Administrators

Upcoming Events

MAR

March 21 ♦ BA and employee meetings begin in Richmond

March 31 ♦ Last day to file claims for 2002 Flexible Reimbursement Accounts

March 31 ♦ Dental/Vision and Drug Only plans for Medicare Retiree group no longer offered as stand alone plans

APR

April 1 & 7 ♦ Employee videoconference transmitted from Richmond to VDOT locations

April 2 ♦ Spotlight and other Open Enrollment materials printed and distributed to BAs

April 4 & 11 ♦ BA videoconference transmitted from Richmond to community colleges

April 9 ♦ Health Benefits Guide printed and distributed to BAs

April 10 ♦ Final BA and employee meeting in Abingdon

April 15 ♦ Open Enrollment begins and continues through May 16

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B.A. Bulletin

Important Notes for Open Enrollment

Changes in eligibility and policy will be highlighted in *Spotlight* for Open Enrollment. Remember that:

♦ Effective July 1, health insurance premiums will be automatically deducted from active employee salaries on a pre-tax basis.

♦ Married Double State membership is not available beginning July 1. If employees have Married Double State membership, they will automatically be placed in Family membership unless action is taken otherwise.

♦ Changes to a Medical Flexible Reimbursement Account (MFRA) contribution are allowed only at the next Annual FRA Enrollment in November unless an employee experiences a qualifying mid-year event.

♦ Enrolling in Employee Single coverage will be permitted only during Open Enrollment or with a qualifying mid-year event.

HIPAA Privacy

See *Spotlight* for additional information on HIPAA Privacy. Benefits administrators will be responsible for distributing to all employees a HIPAA Privacy notice and amendment to current Member Handbooks. You will receive these documents along with *Spotlight*.

BES Instructions for Open Enrollment

Please see BA Memo #03-06 for information on Open Enrollment instructions for BES and EmployeeDirect. The deadline for keying Open Enrollment information into BES is May 23, 2003.

Thanks for all your efforts during the Open Enrollment period!

Materials Distribution

♦ Beginning the first week in April, Open Enrollment materials, including *Spotlight* and the *Health Benefits Guide*, will be sent to state agencies for distribution to active employees. The information concerns plans and premiums effective July 1, 2003.

♦ Notification packages will be mailed beginning April 4 to non-Medicare retirees, survivors, LTD and Extended Coverage participants.

♦ Agencies will also receive a HIPAA Privacy Notice and Member Handbook Amendment that must be distributed to all employees along with *Spotlight*. It is extremely important that you distribute the HIPAA information by April 14, 2003.

♦ There is a wealth of information on the DHRM Web site. The direct link is www.dhrm.state.va.us/services/health/openenrollment03/toc.htm.

Enrolling and Making Changes

A link on the DHRM Web site provides specific information about qualifying mid-year events, including what changes can be made, what actions may be taken and when elections are effective. These Web pages may be printed off the site and given to employees who are considering or making changes. Sheets will be updated over time. The direct link on the DHRM Web site is:

<http://www.dhrm.state.va.us/services/health/hbchanges/hbchanges.htm>.

EAP Through Magellan

Magellan Behavioral Health administers our Employee Assistance Program. We recently received requests for the State Employee Assistance Services (SEAS) program, which was discontinued several years ago.